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ABSTRACT

State educational publications are categorized under the following headings: (1) annual updates to the South Carolina School Statistical Report Series, (2) other publications updated annually, (3) position papers, (4) publications produced for other offices in the State Department of Education, (5) newsletters produced for other offices, (6) surveys, and (7) Office of Research Report Series. The availability and source of the documents are included under the headings. Annotated entries contain the title, publication date, and length of the publication. (MLF)

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State Department of Education
Education Products Center

Annotated Listing of Products Produced by the Education Products Center

Annual Updates to the South Carolina School Statistical Report Series

The South Carolina School Statistical Report Series was developed in 1972 to provide a source document for several areas of school data over a selected period of time. The annual updates illustrate some aspects of change that have occurred in South Carolina Schools and represent continuous efforts by the State Department of Education to provide some basis for county and district present and future planning. The Statistical Report Series encompasses the following categories:

"A Historical Summary of Private School Statistics," Statistical Report Series, Updated April 1974.

This report provides historical information on the development of private schools in South Carolina. The report attempts only to illustrate the growth that has occurred in private schools since 1962. Figures contained in the report were extracted from many annual reports of the State Superintendent of Education. No attempts were made to interpret these figures.

Available on a *limited basis* from the Education Products Center.

"An Historical Summary of First Grade Retention," Statistical Report Series, Updated April 1974.

The purpose of this report is to illustrate first grade retention figures for over a decade in South Carolina schools. From the 1962-63 school year to the 1972-73 school year, first grade retention has been reduced from 15.9 percent to 7.7 percent.

Available on a *limited basis* from the E.P.C.

"Rankings of Districts and Schools According to Enrollment," Statistical Report Series, Updated June 1974.

This report contains the rankings of districts and schools from largest to smallest according to enrollment figures. Rankings are intended only to compare the size of school districts and schools. No indications of the quality of education taking place is made in the report.

Available on a *limited basis* from the E.P.C.

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"Projected Birth, First Grade Enrollments, High School Graduates and Number Entering College for the State and the Counties," Statistical Report Series, Updated June 1974.

The purpose of this report is to provide state and county estimates of basic statistics that are relevant to educational planning in South Carolina by projecting the number of live births, first grade enrollment, high school graduates and the number of high school graduates who enter college. Caution is to be exercised by all users of the projections that are illustrated in that the predictions, to a great extent, are dependent upon present trends remaining constant. Future updates will reflect changing trends.

Available on a *limited basis* from the E.P.C.

"An Historical Summary of Enrollment Trends," Statistical Report Series, projected publication date: Spring 1975.

The data contained within this study illustrate some aspects of the change that has occurred in South Carolina school enrollment (grades 1-12 and special education) and should provide a basis for present and future planning. Previously, this data has been reported by county; however, this study and subsequent studies provide data by county and by school district. The figures contained in this report have been taken from many annual reports of the State Superintendent of Education and annual reports of the county superintendents of education and illustrate enrollment trends over a five-year period.

Available, upon completion in late Spring, on a *limited basis* from the E.P.C.

"An Historical Summary of Financial Data," Statistical Report Series, projected publication date: Spring 1975.

This report reflects those changes in revenue receipts and expenditures in the State's public school systems and should provide a basis for evaluating the dollar value of education in South Carolina.

Available, upon completion, in late Spring, on a *limited basis* from the E.P.C.

The following publications are also updated annually and are available, on a *limited basis*, from the Education Products Center.

Rankings of the Counties and School Districts of South Carolina, 1973-74, projected publication date: Spring 1975.

This publication contains those ranked lists of information which may be useful to local school authorities in interpreting, comparing, and evaluating certain aspects of their educational programs. It is particularly helpful in that it provides information which can be utilized in the preparation of district profiles, public information brochures, and in needs assessment studies. The data which are included deal with economic and demographic characteristics by counties, pupil enrollment and attendance, productivity, professional staff, school plants, and finances.

School Districts of South Carolina: Organization and Administration, June 1974, 54 pages.

This report deals with the legal organization and administration of school districts in South Carolina and includes detailed data about the geographical, organizational, financial, and legal concerns of each individual district. In addition to identifying the legal base for the school districts' organization and administrative structures, this study also provides some perspective with regard to the relation of one district to another. It is hoped that this information will be of use in the effective reorganization of some school district structures.

"South Carolina County, District, Area Superintendents, 1974-75."

This listing includes names and addresses for South Carolina county, district and area superintendents.

South Carolina School Board Members.

This is an alphabetical listing of county, district, and area school board members in South Carolina.

South Carolina School Directory.

The directory gives names, addresses, and phone numbers for State Board members; Department, county and district personnel; and schools and principals. Information is also given for private schools, area vocational schools, colleges, and related agencies such as the Parent-Teacher Congress.

Students' Rights, Responsibilities and Resources in South Carolina, projected publication date: Spring 1975.

This publication, prepared by the Office of Planning, defines those rights and responsibilities accorded to and held by students in South Carolina schools. A list of those resources available to students confronted with legal questions is also provided.

The Annual Report of the State Superintendent of Education, projected publication date: Spring 1975.

This report deals with statistical data concerning receipts and expenditures for public education in South Carolina, costs for operating the State Department of Education, the total cost of public education, school financing, and personnel information.

South Carolina: A State Profile, July 1974, 49 pages.

This profile of the educational system in South Carolina presents statistical information for sixteen characteristics in a format designed to facilitate timely and accurate educational decision-making.

Private Schools List

This list includes the names of all South Carolina private schools, their respective principals, the schools' addresses and phone numbers, grade span, enrollment and type (coed, parochial, etc.).

employment is also presented by selected occupations (classified by DOT – Dictionary of Occupational Titles) for South Carolina and the substate areas for the year 1972 and projected for 1977, along with expansion needs, replacement needs, and net change in demand. The data presented in this study can be used to provide for planning and evaluation of manpower education and training programs.

South Carolina Occupational Information System Statewide Report, State Board of Technical and Comprehensive Education, June 1974, 44 pages.

This publication is designed to aid in planning vocational and technical education programs by identifying labor demand as well as project labor supply. Its major purpose is to provide educators and administrators of training programs with projections of manpower supply and demand in terms of fields of training, on a statewide basis.

The following position papers are available from the Education Products Center.

"The Twelve-Month School Plan/Options which Exist for South Carolina's Educational Planners," March 1971, 66 pages.

This paper is an assimilation of what research has to say regarding the advantages and disadvantages of the Four Quarter Year Round School Plan and the Tri-mester Year Round School Plan. Succinctly organized and unbiasedly presented, the paper was designed with a view toward practicality and with an understanding of the administration, faculty, students, and curriculum of South Carolina schools.

"Barriers to Educational Change," June 1971, 29 pages.

In reviewing the barriers that halt innovation and change in education, the writer of this paper researched educational data and organized it under the headings of finance, organization, leadership, personnel attitudes, personnel training, communication, laws, regulations, and policies. The paper does not attempt to introduce the means of implementing change; instead, it is simply a technical paper organized to give experimenters in education a base from which to orient their work.

"A Study of Volunteer Programs in the Public Schools," July 1971, 79 pages.

This paper is written for the educational planner who is examining the value of a volunteer teacher aide program. Advantages as well as potential barriers are cited in an unbiased fashion. Final decision regarding the use of volunteer teacher aides is left to rest with the individual district and its objective assessment of its own needs and capabilities.

"Ability Grouping," August 1971, 21 pages.

Grouping, the process of classifying students for instructional purposes on the basis of predetermined criteria, is used to reduce the range of individual student differences. In an attempt to further simplify the teaching task, ability grouping was introduced. The purpose of this paper is to take research findings regarding ability grouping and to organize them into PRO and CON categories.

"Behavioral Objectives," May 1972, 8 pages.

This eight-page paper, plus appendices, presents an overview of the use to be made of behavioral objectives. It begins with a definition; then probes into uses and writing; and concludes with examples.

"Individualized Instruction," April 1973, 93 pages.

This in-depth research information packet offers its reader a wide view of the field of individualization. Included are computer printouts of document abstracts and of journal article descriptions. (The abstracts may be ordered in microfiche or hardcopy; the journal articles may be ordered in hardcopy.) In addition, pertinent articles and booklets are provided.

"Emerging Trends in Health and Safety Instruction," September 1973, 13 pages.

Recent transitions, emerging trends, and new developmental phases of health and safety curricula are highlighted in this package. In addition, ideas are explored for implementing new and innovative projects in health and safety instruction. Alternative guidelines and suggestions for program development are also provided, along with alternative suggestions for materials which may be used in such programs. Summaries and selected complete copies of resource documents used in the study are included at the end of the package.

"Grouping for Instruction: A New Perspective," September 1973, 22 pages.

This analysis of trends in grouping for instruction includes: (1) a historical capsule of instructional grouping patterns as they have emerged over the years, (2) current-day trends in grouping practices including alternative models, and (3) criteria for evaluating grouping models. The package concludes with complete copies of the major resource documents used in the study.

"Sex Discrimination: Policies or Procedures in Dealing with Discrimination in Employment, Promotion, and Sports Programs," September 1973, 5 pages.

Because of the deeply rooted beliefs concerning women's role in American society, the aspirations of ambitious and career-minded women have been severely crippled. Sex discrimination of women in employment, promotions, and sports activities is especially prominent and, therefore, this paper is aimed at these areas. Discriminatory practices against women are compared with those of men, revealing blatant biases. Current legislation concerning the rights of women is reviewed along with positive steps that many states have already taken in this regard.

"Self-Concept: Improvement and Influencing Factors," October 1973, 28 pages.

In this study the author has emphasized the tremendous influence that the self-concept has on academic attainment. Factors such as rapport and acceptance by others, a democratic setting, personal success, freedom, security, and love are repeatedly mentioned throughout the research examined as necessary components of a postive self-concept; and a healthy self-concept contributes to success in

school. Original studies and articles are included which statistically reveal the need for educators to stress the improvement of self-concept as well as the academic curriculum.

"Continuous Progress and Nongraded Programs: Alternative Approaches," January 1974, 80 pages.

This package delineates aspects of implementing continuous progress or nongraded programs which seem to pervade the implementation and operational process of all such programs. Such aspects include: preplanning, faculty involvement, organization for instruction, curriculum transformation, diagnosis of pupil need, parent involvement, revising student evaluation procedures, and use of teacher aides.

"Cross-Age Teaching: An Innovative Success," February 1974, 22 pages.

This paper discussed in length the essential elements of a cross-age teaching program: the role of teacher, tutor, and tutee is included along with the benefits and effects of the program on the students. Descriptions of model programs are included also.

The publications listed below were produced by the Education Products Center for other offices in the State Department of Education and are available, upon request, from those offices:

Office of General Education

"Does Your Child Need Kindergarten?", October 1974, 1 page.

This leaflet was developed by the Elementary Education Section for distribution to parents of pre-school children, and was designed to make parents aware of the advantages of kindergarten attendance.

"Our Schools Are Changing, Why?", October 1974, 8 pages.

The Elementary Education Section developed this booklet for distribution to parents of elementary school children. It was designed to eradicate the old myths about educational practices and to offer factual information about what really happens in a child's educational environment.

"Where Are We Now?", October 1974, 32 pages.

This booklet was designed by the Elementary Education Section and was designed to provide superintendents and principals with data on first grade retention and the progress being made in reducing the percentage of students retained in their first grade year.

BEDS Elementary Instruction Manual, 1974, 21 pages. *BEDS Secondary Instruction Manual*, 1974, 20 pages.

The primary purpose of these two publications is to guide teachers and administrators in procedures to be used in the completion of Basic Education Data System (BEDS) forms. BEDS collects information on professional staff related to training, experience, certification, teaching assignment, class load, and the like. The BEDS data collection effort is conducted once each year and provides much of the professional staff information needed by State and Federal agencies. Revised annually.

South Carolina Middle School Guide, March 1975, 134 pages.

This publication, developed by the Office of General Education, offers suggestions to educational leaders seeking guidance in developing a new middle school program as well as some alternatives for consideration by those who already have middle schools in operation.

Arts in Education, projected publication date: Spring 1975.

This book describes several model arts programs currently existing in South Carolina schools. A list of contact people is provided for those individuals interested in obtaining more information about a specific program.

Office of Federal Programs

EHA, Part B brochure, September 1974, 1 page.

This brochure was developed for the Office of Federal Programs for distribution among the districts, encouraging them to apply for funding in initiating programs for the handicapped.

Office of Vocational Education

"Vocational Management Information Interface Study," Amended and Approved August 8, 1974, 43 pages.

A proposal for a project designed to develop, implement and evaluate a comprehensive automated Vocational Management Information System which would include: the expansion of the State's Basic Educational Data System for the collection and reporting of (1) student enrollments, (2) student completions, (3) student placements, (4) staff data; and the interfacing/linking with the existing S. C. Occupational Information System providing an occupational demand/opportunities data base.

Office of Planning

A Superintendent's Guide to School Law, October 1974, 10 pages.

This booklet provides some helpful suggestions for superintendents who must keep themselves informed of the ever-increasing number of new laws, regulations, policies, and court cases affecting public education in South Carolina and the nation. The superintendent may need to know when and where to go, and how to find and use specific legal resources available to him, and this guide is designed to help him do just that.

The newsletters listed below are produced by the Education Products Center for other offices in the State Department of Education. Anyone wishing to receive copies of a given publication may forward their request to the Education Products Center or the specific office, and their name will be placed on a mailing list.

Office of Public Information

South Carolina Schools.

The newsletter presents information on State Board action, budget requests, teacher of the year selection, and Department programs, workshops, publications, etc. Published ten times a year.

Office of General Education

EDlines: "Driver Education."

The newsletter covers information on workshops and new materials and programs available to Driver Education teachers and school administrators. Published twice a year.

EDlines: "Science and Environmental News."

The newsletter describes programs and materials available to science educators. Published twice a year.

EDlines: "Reading."

This newsletter offers programs and opportunities for Reading teachers throughout South Carolina. Published twice a year.

Office of Programs for the Handicapped

South Carolina Instructional Materials Center Network for Handicapped Children.

A series of five newsletters distributed throughout the school year to educators and administrators of programs for handicapped children. Information is presented on new instructional materials and equipment available on loan through the Materials Center network.

Office of Planning

Bi-Weekly Legislative Report.

Educational Statutes Pending in South Carolina, 1974.

Educational Statutes Enacted in South Carolina, 1974.

The surveys listed below were produced by the Education Products Center and may be released, only with *appropriate authorization*, upon request.

Georgetown County Building Needs in the Waccamaw Neck Area of Georgetown County, June 1974, 27 pages.

This study was conducted by the Office of Research to determine what school facilities are needed to provide adequate educational opportunities for the youth of the Waccamaw Neck Area in Georgetown County and to guide planning for school facility construction in that portion of the County.

York County School District Two, Facilities and Personnel Survey, June 1974, 51 pages.

This study was undertaken by the Survey Section to determine: (1) enrollment projections over the next five years, (2) school facilities to accommodate the enrollment, and (3) an assessment of the management and operation functions in York County District Two.

Dorchester Consolidation Survey, July 1974, 33 pages.

This document deals with those findings of the Office of Research on the question of the possible consolidation of Dorchester Districts One and Three, and cites those recommendations of the survey team for effecting such a merger.

Anderson County School District Five School Building Needs, January 1975, 27 pages.

This report was prepared by the Survey Section to establish long-range plans concerning the elimination of Estes Elementary School.

The School District of Aiken County Administrative and Facilities Survey, March 1975, 132 pages.

This document was prepared to assess the administrative and facilities needs in the School District of Aiken County.

SCIMIS District Profiles

The *South Carolina Interactive Management Information System* (SCIMIS) District Profiles are compiled from various data bases and are confidential in nature. Any district may request a profile of any combination of its own characteristics, and the final product is released only to authorized district personnel. No unauthorized requests for copies of a SCIMIS profile will be processed. (i.e., no individual requestor will receive a copy of his own district's SCIMIS profile or that of another district).

The following publications in the Office of Research Report Series are available, on a *limited basis*, from the Education Products Center.

"Historical Development of Teacher Certification Rules and Regulations," Office of Research Report Series, Vol. 1, No. 2, May 1973, 14 pages.

> This report lists the historical development of teacher certification rules and regulations and a chronology of certification change. The chief sources of information were *Code of Laws of South Carolina, 1962*, and *Acts and Joint Resolutions of the General Assembly of South Carolina*.

"Superintendents and Principals' Salary Study 1972-73," Office of Research Report Series, Vol. 1, No. 4, May 1973, 17 pages. "Superintendents and Principals' Salary Study 1973-74," Office of Research Report Series, Vol. 1, No. 10, March 1974, 21 pages. "Superintendents and Principals' Salary Study 1974-75," Office of Research Report Series, Vol. 1, No. 16, February 1975, 21 pages.

> These studies include tables for county, district and area superintendents and assistant superintendents, based on enrollment and educational level; for secondary principals, secondary assistant principals, elementary principals, and elementary assistant principals, based on full-time equivalency of instructional staff, educational level, and length of contract; and for public school administrators, based on educational level.

"Fall 1972 Age-Grade Study," Office of Research Report Series, Vol. 1, No. 5, June 1973, 3 pages.

> The age-grade data was collected from a random sample of approximately 20 percent of the public schools in South Carolina; these schools were selected using a table of random numbers. Three tables are included: Age-Grade Survey Results, Percent Distribution of Age-Grade Survey Results, and Estimated Age-Grade Distribution of South Carolina Public School Students.

"Alcohol and Drugs: Their Use and Abuse by South Carolina Public School Students, 1973," Office of Research Report Series, Vol. 1, No. 8, November 1973, 112 pages.

> This Base Line Research Survey was conducted during the Spring of 1973, prior to the implementation of the State Department of Education's Substance Abuse Program. A comprehensive questionnaire was administered to a Statewide sample of students in grades four, seven, ten and twelve. The results were analyzed to determine the extent of the factual and attitudinal information about alcohol and other drugs among South Carolina public school children. The report was sponsored by the South Carolina State Department of Education and the South Carolina State Plan Interagency Committee on Alcohol Abuse and Alcoholism.

"Public and Private School Enrollment Projections: 1974 through 1983," Office of Research Report Series, Vol. 1, No. 9, February 1974, 202 pages.

This report was developed by the South Carolina Department of Education to assist educators in future planning. Historical data in the areas of births, population, and end-of-the-year enrollments for public and private schools, as reported to the Department, were utilized in deriving the present projections. Graphs and tables are given for public school enrollment by county and by district, and for private school enrollment by county only.

"Final Report of Evaluation Data on the Second Year of the Five-Year Plan for Meeting Eleven Major Objectives for South Carolina Public Schools," Office of Research Report Series, Vol. 1, No. 11, June 1974, 17 pages.

This report presents data for the 1972-73 school year for each of the eleven major objectives adopted by the State Board of Education.

"South Carolina Statewide Testing Program, Fall, 1973," Office of Research Report Series, Vol. 1, No. 12, June 1974, 117 pages. "Fall, 1974, South Carolina Statewide Testing Program," Office of Research Report Series, Vol. 1, No. 15, February 1975, 20 pages.

These reports contain the test results of the *Comprehensive Tests of Basic Skills* (CTBS), Form S and the *Short Form Test of Academic Aptitude* (SFTAA), which were administered in October each year to selected fourth, seventh, ninth, and eleventh grade students in South Carolina. Among the sub-test scores derived from the CTBS are those for Reading, Language, Mathematics, Reference Skills, Science and Social Studies; also reported is a Battery Total score which represents a combination of the Reading, Language, and Mathematics sub-tests. There are several sets of figures which show, in addition to other profiles, the percentage of students placed in each of the four quarters of the national normative distribution as well as the percentages in the four national quarters for the district with the best performing students and the district with the most poorly performing students. This study is particularly helpful in determining needs assessment and curriculum evaluation.

"Students Lost to the Educational System in South Carolina, 1973," Office of Research Report Series, Vol. 1, No. 13, August, 1974, 38 pages.

This report emphasizes the number of pupils not remaining in South Carolina schools until graduation. Attention is focused on the grade level at which holding power is least effective, the educational level of particular adult age groups and comparisons with other states in specific areas of education. Data reported is obtained from the "number of graduates" as reported by the high school principals in the 1973 Basic Educational Data System and the "number of diplomas issued" by the Office of General Education.

"Student Self-Concept Results for Sixteen Year Olds: A State Profile," Office of Research Report Series, Vol. 1, No. 14, January 1975, 5 pages.

The School Survey and Attitude Inventory (SSAI) was administered to a sample of 4,414 tenth graders in South Carolina during the Spring of 1974. The SSAI was given to fulfill a specific objective of the Five Year Plan: "By June, 1974, an assessment will have been made which will measure the percent of 16 year olds who have a positive self-concept." This report gives a detailed model of SSAI and the procedures and results of the inventory.